

EMPLOYMENT OPPORTUNITY BULLETIN



STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and with the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.

Look no further, apply today!

Senior Administrative Analyst (Accounting Systems) (Permanent/Full-Time) (E48)

Staff Administrative Analyst may be considered for recruitment purposes (E48)

SALARY RANGE:

Staff Administrative Analyst \$5,311 – 6,598
Senior Administrative Analyst \$5,830 - 7,245

****This position is eligible for an additional 10% recruitment and retention pay differential (5% in the first year, and 5% in the second year).***

FINAL FILING DATE:

Until Filled

QUESTIONS ABOUT THE JOB:

Susan Hansen
(916) 445-3434 Ext. 2146
(916) 324-6547 *TDD
E-mail: Susan.Hansen@dof.ca.gov

SEND APPLICATION TO:

Department of Finance
Attn: Donalyn Joy Horton
Human Resources Office
915 L Street, 12th Floor
Sacramento, CA 95814

WHO MAY APPLY:

Current state employees at the Senior Administrative Analyst (Accounting Systems) levels, those within transfer range (e.g., Accounting Administrator II, Staff Services Manager II, etc.), or individuals who have list eligibility. Please indicate the basis of your eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligible) in the explanation section of the application.

Applications will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable personnel rules.

POSITION DESCRIPTION:

The Staff/Senior Administrative Analyst plays a key role influencing and enhancing statewide fiscal and accounting policies and procedures. The position performs analytical and consultative duties, including but not limited to: participating in analytical studies and improvement projects requiring knowledge of the state's accounting principles and practices; assisting departments in solving accounting problems; providing outreach training, and consultation to departmental accounting offices; and administering Pro Rata, Statewide Cost Allocation Plan (SWCAP), federal Cash Management Improvement Act (CMIA) programs, and activities to prepare for the implementation and support of the Financial Information System for California (FI\$Cal).

SCREENING CRITERIA:

- ✓ Knowledge of accounting policies, processes, and financial organizations.
- ✓ Fundamental knowledge of principles, practices, and trends of governmental budgeting, accounting, and the legislative process.
- ✓ Strong analytical skills and experience resolving complex problems or issues.
- ✓ Excellent written communication skills including experience writing issue papers, memos and/or letters.

DESIRABLE QUALIFICATIONS:

- ✓ Ability to exercise good judgment, initiative, and creativity.
- ✓ Experience with federal funds, including cost principles and procedures for developing cost allocation plans and/or indirect cost rates.
- ✓ Ability to adapt to changing assignments and priorities and work effectively under pressure.
- ✓ Ability to gain and maintain cooperative working relationships at all levels.
- ✓ Ability to occasionally work beyond scheduled work hours.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. California relay (telephone) service for the deaf and hearing impaired, From *TDD phones: (800) 735-2929, From Voice phones: (800) 735-2922 *TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.

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